



**U.S. DEPARTMENT OF STATE
REQUEST FOR ESCORT SCREENING COURTESIES**



**ARRIVAL & DEPARTURE
BRIEFING FOR THE 76th UNGA**

September 2, 2021



U.S. DEPARTMENT OF STATE
REQUEST FOR ESCORT SCREENING COURTESIES



UNITED STATES MISSION TO THE UNITED NATIONS
HOST COUNTRY AFFAIRS
ARRIVAL / DEPARTURE BRIEFING FOR THE 76th UNGA
September 2, 10:00 AM to 12:30 PM
Virtual Briefing

RESOURCES

U.S. MISSION Host Country Affairs

PHONE/EMAIL

Ms. Lisa Bowen

212-415-4144 (Desk)
646-510-0041 (Cell)
BowenLX@state.gov

Mr. Brandon Nolen

212-415-4246 (Desk)
646-510-0006 (Cell)
NolenBK@state.gov

After Hours Telephone
Officer)

212-415-4444 (Ask for Host Country Duty

U.S. DEPARTMENT OF STATE

Mr. Rodney Bethea
--Diplomatic Aircraft Clearances

202-453-8390 (Desk)
202-549-7148 (Cell)
Email: betheard@state.gov

Mr. Tom Brown
--Diplomatic Aircraft Clearances

202-453-8388 (Desk)
Email: brownt@state.gov



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E-Gov Port Courtesies (Arrivals)
Ms. Grace Mendel

202-647-4169 (Desk)
202-821-9151 (Cell)
Email: portcourtesies@state.gov

Ms. Madeline Allen

202-647-4074 (Desk)
Email: escortscreening@state.gov

Department of State
Operations Center (24/7)

202-647-1512



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STATES MISSION TO THE UNITED NATIONS

UNITED

ARRIVAL/DEPARTURE BRIEFING FOR THE 74th UNGA

BRIEFING SCHEDULE

10:00 – 10:10 AM	Welcoming Remarks/Introductions Ambassador Richard M. Mills, Jr.
10:10 – 10:20 AM	James B. Donovan, Minister Counselor USUN Host Country Affairs
10:20 – 10:35 AM	Courtesies of the Port (Arrivals) Office of the Chief of Protocol, Washington, D.C.
10:35 – 10:55 AM	Port Authority of NY/NJ – Airport operations, Private Flights, Airport Access Port Authority Police Department (PAPD) – Motorcade Staging Areas, Parking
10:55 – 11:15 AM	Diplomatic Aircraft Clearance Office of Global Programs and Initiatives Washington, D.C.
11:15 – 11:35 AM	U.S. Customs and Border Protection CBP – Newark International Airport CBP – John F. Kennedy International Airport
11:35 AM – 11:50 AM	U.S. Secret Service Dignitary Protection



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11:50 AM – 12:00 PM

**U.S. State Department Diplomatic
Security**

12:00 – 12:15 PM

**Airport Escort Screening Courtesies
(Departures)**
Office of the Chief of Protocol, Washington,
D.C.

12:15 – 12:35 PM

NYC Department of Health

**12:35 – 1:00 PM
Presentation**

Questions and Answers/Conclusion of



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Courtesies of the Port
(Request for Facilitation on Arrival)

* This process is for Arrivals only, and is not for departure requests

Definition

A Port Courtesy or “Courtesy of the Port” provides Foreign Government Officials and their traveling parties expedited processing and clearance upon arrival into the United States. Requests for Port Courtesies are managed by the Office of the Chief of Protocol in coordination with U.S. Customs and Border Protection (CBP). Port Courtesies are only granted to the individual(s) traveling in an official business capacity and will not be provided for personal travel. Foreign Missions are responsible for submitting requests for Port Courtesies on behalf of the traveling dignitary and delegation members. The expedited processing and clearance of the dignitary and delegation members occurs at the FIRST international port of entry into the United States. Any additional domestic flight connections neither receive nor require Port Courtesy assistance.

Who is eligible?

Below is an extensive list of those foreign dignitaries who are eligible for a Port Courtesy request. The Office of the Chief of Protocol is required to adhere strictly to this list when receiving requests for Port Courtesies from Foreign Missions.

****Please note that any children flying independently of a qualifying dignitary are not eligible for Port Courtesies.**

- Chiefs of State/Heads of Government (and their traveling parties)
- First Lady/ Spouse of Chief of State/Head of Government
- Former Chiefs of State/Heads of Government (and their traveling parties)
- Cabinet Minister/ Secretary (and their traveling parties)
- Deputy Cabinet Minister/ Deputy Secretary (and their traveling parties)
- State Minister/Secretary
- Members of Royal Families



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- Members of Parliament/Congress
 - Governors
 - Chiefs of Mission *accredited to the United States*
 - Chiefs of Mission *designate to the United States*
 - Spouse of Chief of Mission *accredited to the United States*
 - Permanent Representative to the United Nations *in New York*
 - Permanent Representative *designate* to the United Nations *in New York*
 - Highest Judicial Tribunal Justices (and their traveling parties)
 - High-Ranking Foreign Military Officers not posted to an Embassy or Consulate
- Other High-Ranking Officials as designated by the Chief of Protocol



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Courtesies of the Port
(Request for Facilitation on Arrival) *continued*

Port Courtesy Deadlines

- **A request for Port Courtesies must be submitted a minimum of THREE (3) business days in advance of the arrival date.**
- Port Courtesy requests should be submitted:
 - Mondays – Fridays: by **4:00PM** Eastern Standard Time (EST)
 - Requests submitted on weekends or holidays will be processed the next business day.
- If an unexpected official arrival of head of state or cabinet level official occurs with less than three business days, the Embassy/Mission is encouraged to reach out to Office of the Chief of Protocol to confirm receipt.

Weekdays/Normal Business Hours (8:30AM-5:00PM): Port Courtesy Desk Line:
202-647-4503

- Weekends/After Normal Business Hours: Port Courtesy Duty Cell: **202-997-4923 (for official arrivals of heads of state or cabinet level officials only)**
- Alternatively, send an e-mail to the Port Courtesy Inbox: **PortCourtesies@state.gov**
- **The Office of the Chief of Protocol cannot guarantee any requests sub-mitted less than THREE (3) business days in advance of the arrival date.**

US-VISIT Exemption

- The US-VISIT Exemption exempts visitors on un-official B1/B2 or I visa from having their biometrics taken at the port-of-entry (POE).
- To qualify, the traveler must be part of a delegation that is led by the **Chief of State or head of delegation**, and also part of an **official**



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delegation consolidated motorcade facilitated by U.S. government agencies, such as Diplomatic Security (DS) or United States Secret Service (USSS).

- Individuals who are traveling with diplomatic visas, such as **A-1, A-2, G-1, G-2, G-3, G-4, or NATO-1 through NATO-6** already have the fingerprinting requirements waived.
- This does **not** exempt the travelers from requiring a visa to enter the U.S.
- Mission should submit a request for US-VISIT exemption via email to PortCourtesies@state.gov **at least 3 business days prior to the arrival.**
- The mission should list Name, Date of Birth, Passport Number, Country of Birth and Country of Citizenship of each individual for US-VISIT exemption on the US-VISIT exemption spreadsheet.

Prior to Arrival

- Ensure each member of the delegation holds the correct passport with the correct visa type.
- Submit a Port Courtesy request, listing the high-level dignitary, support staff, media (if applicable) and security officers, a minimum of three business days, in advance of the *arrival* date.
- If applicable, submit a US-VISIT exemption request, a minimum of three business days, in advance of the *arrival* date.
- Properly declare all equipment, agricultural products and/or negotiable monetary funds, using an active ATA Carnet; thus ensuring the information listed on the Carnet is reflected in the physical items coming into the United States. The Carnet must be certified by the Customs and Immigrations Department of the host country, prior to entering into the United States.

UN Mission Greeters at Airport Arrivals



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- For commercial aircraft arrivals, airports within the United States allow up to **two** greeters from the Foreign Embassy to greet the dignitary upon arrival. ALL greeters must be listed on the port courtesy document.
- For commercial aircraft arrivals, the greet will occur once the dignitary departs the international terminal and proceeds into the processing area. Please note, each airport is very different, and the greeting process can vary greatly. Greeters must report to the CBP at least 30 minutes prior to the arrival.
- For commercial aircraft arrivals, plane-side greets are **extremely rare** and must have the approval of CBP.
- For domestic, commercial aircraft arrivals, greeters should meet their dignitary in the baggage claim area. There is no greet prior to baggage claim, as the dignitary will not be processed through Customs.
- For private aircraft arrivals, a maximum of **two** greeters are allowed to go to the airport to greet the dignitary upon arrival. The greet will typically occur planeside at the bottom of the stairs.

Submitting POC Requests Via **e-GOV**

Courtesies of the Port are submitted through e-Gov. Registered e-Gov users with IDs and passwords may log on at <https://egov.ofm.state.gov>. New users should click on “**Request access to this system**” in lower left corner and follow the instructions to submit the request form. Approval by accredited members of the Mission’s administrative staff is required.

For assistance with e-Gov access, please contact the Help Desk at 202-895-3564 or ofmegovhelpdesk@state.gov.



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The Arrival and Departure Handbook from the U.S. Department of State's Office of the Chief of Protocol is also available on the United States Mission's website at:

<https://usun.usmission.gov/wp-content/uploads/sites/296/170352.pdf>



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(Request for Facilitation on Arrival)

Reminders & Tips

- A request for Port Courtesies must be submitted a minimum of **THREE (3) business days** in advance of the arrival date!
- Please **login in advance** to make sure you still have access to the designated e-GOV system.
- **ARMED SECURITY** officers must travel with the VIP and have appropriate official A, G or NATO visa.
- Requests that have not been accepted, can now be edited by the mission without being returned.
- If the correct title is not listed in the drop-down menu, select “Other” and then you can type the necessary title. For spouses of dignitaries, please clarify “Spouse of Ambassador” or “Spouse of President.”
- Passengers **should** be grouped together in ONE (1) Port Courtesy request if on the same flight. Please do not submit separate Port Courtesy requests for different ministers arriving on the same flight.
- Companions and security officers should only be listed once in the Port Courtesy request. Do not list Armed Security Officer in the companion section a second time.



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- **REMEMBER** - The “Remarks Section” is for communication purposes only between Protocol and the Foreign Mission. Any information in this section is not sent to CBP, DS, USSS, etc.
- Please do not add attachments into the eGov form, as these cannot be viewed. If there is a need to submit additional documents, please email them to PortCourtesies@state.gov.
- In the Point of Contact section, please identify the working level embassy representative responsible for the visit. Please provide their direct number and extension - **not** the main embassy phone line.

Ms. Grace Mendel

U.S. Department of State, Washington D.C.

Office of the Chief of Protocol

202-647-4169 (Desk); 202-821-9151 (Cell)

E-mail: PortCourtesies@state.gov

New York: U.S. Mission to the UN/ Host Country Affairs

Ms. Lisa Bowen: 212-415-4144; BowenLX@state.gov

Mr. Brandon Nolen: 212-415-4246; NolenBK@state.gov



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John F. Kennedy International

Newark Liberty International

LaGuardia

Teterboro

New York Stewart International

State (Private) Aircraft

Motorcade and Parking



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The Port Authority of NY & NJ Airports

Introduction

The United Nations 76th General Assembly is fast approaching. We are privileged to join together in celebration of this historic occasion, and we look forward to working with you on coordinating the visits of your dignitary to the New York Area.

During this time, the Port Authority looks forward to working with you to ensure the most successful visit of your dignitary. This year will bring changes that will affect operations at our airports: reduced number of parking locations for special/state flights, relocation of motorcade staging locations, and the anticipated unprecedented number of chiefs of state, heads of government, and foreign ministers that will visit New York. To meet this challenge, vast amounts of resources will be committed to making the arrival or departure run smoothly. Therefore, we have prepared this document to assist you in providing the information you may need, as well as to answer any questions you may have.

Finally, as we expect many dignitaries to arrive to and depart from the airports at the same time of day, we cannot emphasize enough that adherence to time schedules and policies will be essential to ensure that your dignitary and accompanying party will not be delayed upon arrival and departure.

Thank you in advance for your cooperation,

The Port Authority of NY & NJ



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Aircraft

Private Aircraft – This information is for arrivals and departures and applies to private aircraft both foreign and domestic.

- Due to the high volume of aircraft traffic and reduction of aircraft parking locations, The Port Authority of NY & NJ has instituted a **two (2) hour** restriction on ground parking for all foreign military and state aircraft into JFK, LGA, and EWR. The foreign military or state aircraft must **depart within two (2) hours of arrival** and relocate to an alternate location. At Teterboro airport, extended/overnight parking will be permitted.
- Overnight parking of foreign military or state aircraft at John F. Kennedy International, Newark Liberty, or LaGuardia Airport is strictly prohibited.
- Port Authority Operations will provide a “follow me” vehicle to escort the aircraft to the parking site.
- Port Authority Operations will determine all State aircraft parking locations – contact information is provided below.
- In addition, because many special flights are expected to be on the ground at the same time, a particular parking spot may not be confirmed until a short time before the arrival of the aircraft and it may be required to be towed into or out of the arrival departure site.
- Be sure to contact the appropriate Fixed Base Operator (FBO) for the intended airport arrival to coordinate all ground handling services and all airport fees (landing and parking).
- Aircraft are required to unload the dignitary/delegation and reposition the aircraft to another location with this two (2) hour window.

Special Flights – Same as Private Aircraft with the following additions:

- For the use of an A380 or B747-8, prior permission is required at least 72 hours in advance from Port Authority Operations.
- Certain types of aircraft are prohibited from landing due to their size and noise control regulations.



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- Make sure to file flight plans for all departures by contacting 1-800 WXBRIEF (1-800-992-7433)

Alternate Aircraft Airport Parking Locations

- Dover Air Force Base, Delaware (KDOV)
- Newburgh/Stewart International, New York (KSWF)
- Charleston Air Force Base, South Carolina (KCHS)
- Scott Air Force Base, Illinois (KBLV)

Commercial Flights - This information is similar for arrivals and departures:

- Please limit the number of greeters who will welcome the delegation upon arrival. Due to heightened security measures at all airports, arrangements for greeting will be made in accordance with federal and airport requirements. For commercial flights there is a strict limit of two (2) greeters in the federal inspection area as per the Customs and Border Protection regulations.
- Please advise the responsible airline directly for any special requirements you may have.

Airport Parking at John F. Kennedy International Airport

Many dignitary arrivals and departures do not require special motorcade arrangements, except for parking. Due to the many expected motorcades at the airport terminals during UNGA, we request that if your representative is not under protection and you wish only to park your vehicle(s) in order to pick up your dignitary, you may take advantage of diplomatic exemption from parking fees. (***Please see supplement #2 for further details.*)

Motorcades

For arrivals into John F. Kennedy Airport, all motorcades for commercial and special flights will form two (2) hours before the arrival at JFK 160-50 Leffert's



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Blvd., South Ozone Park, NY 11420. This is a change from our previous location.
(**Please refer to the directions in Supplement #1 of this document.)

DO NOT go directly to the POLICE BUILDING for a terminal parking pass during this time.

Once a car is put into position in the motorcade, it must stay in that place with the driver. Also, for special flights and ramp side movements on commercial flights, no car will move onto the ramp without a Port Authority Police lead vehicle. We are limiting the number of vehicles in the motorcade to ten (10) vehicles; *this includes the principle's limousine and security vehicles.* We are also limiting the number of motorcades to a private/special flight to two (2) per aircraft. This may be accomplished by using vans or buses for large delegations. When the motorcade has been formed, they will be escorted to the designated terminal or ramp area approximately twenty (20) minutes before the arrival.

Please note that ramp side arrivals and departures for commercial flights are restricted; requests for such will be reviewed individually. For these type movements, a limited number of vehicles from the motorcade will be escorted onto the ramp, the remaining vehicles will wait at another designated location.

For departures from John F. Kennedy Airport, the motorcade will be met by a Port Authority Police lead vehicle at Federal Circle and escorted to the appropriate terminal or ramp.

Transportation Security Administration (TSA) Screening

Per TSA policy, all members of the delegation, except for the principal receiving U.S. Secret Service or U.S. Department of State Diplomatic Security protection, must pass through the screening process prior to departure.

**There is a maximum of two greeters at the gate. **



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Contact Information

Port Authority of NY & NJ Police John F. Kennedy International Airport

VIP Sergeant at Police Building 269

718-244-4305, 718-244-4335 (24-hour desk)

Sgt. Sean Spollen – sspollen@panynj.gov

Lieutenant at Police Building 269

718-244-4346

Lt. Thomas Lomonaco – tlomonaco@panynj.gov

Port Authority of NY & NJ Airport Operations

John F. Kennedy International Airport

Assistant Chief Operations Supervisor

Aeronautical Operations at Building 145

Arianne Reyes – arreyes@panynj.gov ; telephone 718-244-3787

ALL JFK VIP Email - JFK_VIP@PANYNJ.GOV

Port Authority of NY & NJ Operations Newark Liberty International Airport

VIP/Security Lieutenant

Lt. Robert Coccodrilli – rcoccodrilli@panynj.gov

973-961-6493

For Newark Liberty International Airport CBP assistance with International

Dignitary arrivals email - Newark-PSRTeam@cbp.dhs.gov

Port Authority of NY & NJ Police LaGuardia Airport

VIP Lieutenant

718-533-4028, 718-533-3904 (24-hour desk)



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Lt Nicolas Yum– nyum@panynj.gov

LaGuardia Airport

Chief of Operations, PA Operations – Building 30

718-533-4283, 718-533-3700 (24-hour desk)

Kevin Gillen - kgillen@panynj.gov

Fixed Base Operators (FBO) – For arranging aircraft ground services:

John F. Kennedy International Airport, Building 145

Sheltair Aviation 347-566-6620

LaGuardia Airport, Terminal A

Sheltair Aviation 718-779-4040

Newark Liberty International Airport

Eric Richardson 973-624-1660

Signature Aviation



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JFK Airport – Supplement #1

DIRECTIONS TO MOTORCADE FORMATION AT JFK
AIRPORT 160-50 Leffert's Blvd., South Ozone Park, NY 11420

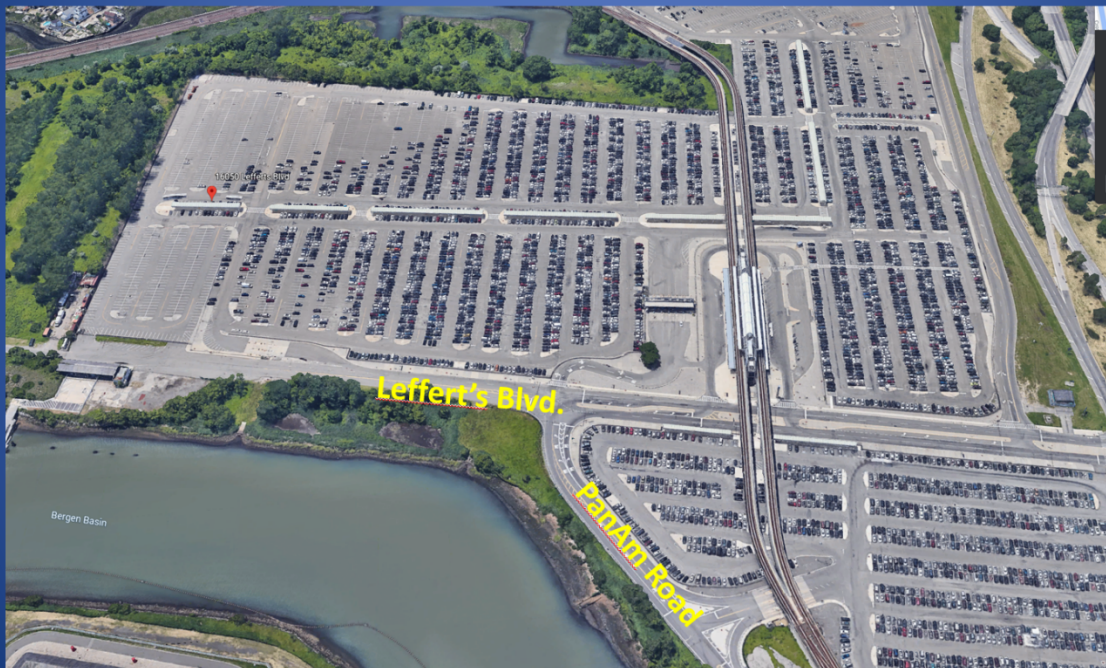
Van Wyck Expressway (I-678)

1. Take I-678 South (Van Wyck Expressway) toward Kennedy Airport.
2. At exit C, toward 130th Place, keep right.
3. Turn Right at the first traffic light onto Pam Am Road.
4. Turn left on Leffert's Blvd.
5. The sweep lot entrance will be on your right.



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160-50 Leffert's Blvd., South Ozone
Park, NY 11420





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JF JFK Airport - Supplement #2

Diplomatic Exempt Parking Information

**John F. Kennedy International Airport
Exempt Parking Information**

Diplomatic vehicles will be exempt from parking fees at Terminal parking lots provided that:

1. The vehicle bears U.S. Department of State Diplomat license plates,
and
2. It is for a period less than 24 hours.

It will not be required that the operator present official ID nor that the Ambassador or equivalent be present in the vehicle for the exemption to apply.

Parking lot attendants are aware of the policy. If problems arise, the vehicle operator should ask the attendant to contact the Port Authority parking supervisor to resolve the issue.

Port Authority Supervisor: 718-244-8158

****Please note that this procedure does not apply to dignitaries under US Government protection.**



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Newark Liberty International Airport

Directions to Motorcade Staging Area

Motorcade staging / sweeping area in the valet parking lot. The entrance and exit will be from the gate on Pitcarin Road.

Departing motorcades are met by PAPD at Exit 14 (near the toll booth) for the New Jersey Turnpike





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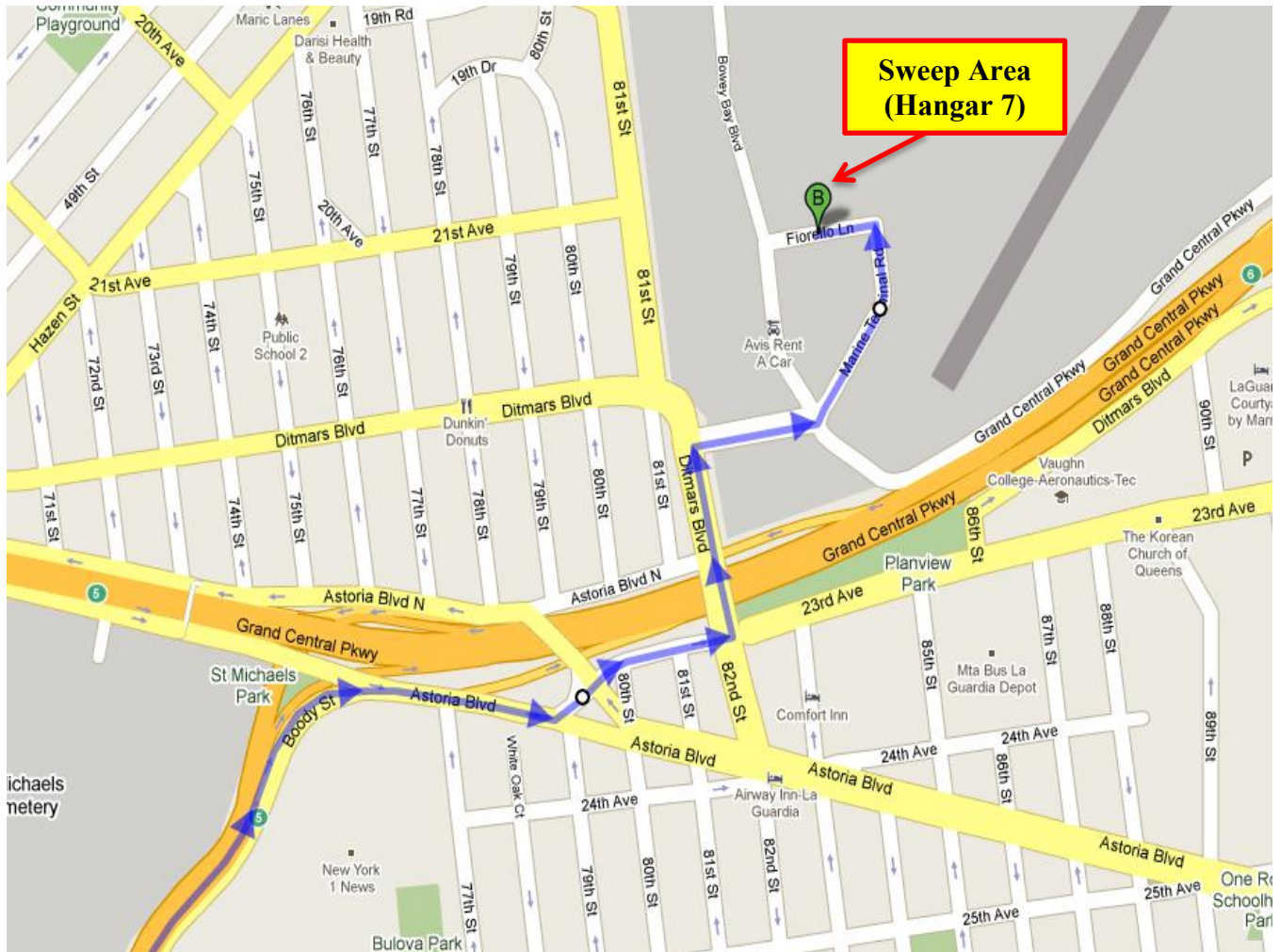
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LAGUARDIA AIRPORT
DIRECTIONS TO MOTORCADE SWEEP AREA

1. Take I-278 (BQE) East to Grand Central Parkway East.
2. Take exit 5 toward Astoria Boulevard / 82nd Street / Terminal A.
3. Take a slight right at Astoria Boulevard.
4. Merge left onto 23rd Avenue.
5. Turn left at 82nd Street (over the GCP).
6. Continue onto Ditmars Boulevard.
7. Turn right at light onto Marine Terminal Road.
8. Turn left at Fiorello Lane.
9. The sweep area is the parking lot on the right-hand side, located on the south side of Hangar #7.



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U.S. Department of State

Diplomatic Aircraft Clearance

A diplomatic aircraft clearance is the U.S. Government's approval to authorize a foreign state aircraft to enter and operate within the national airspace of the United States and its territories, in accordance with a specific purpose, itinerary, and aircraft.

The Diplomatic Clearance Application System (DCAS), is the online methodology for foreign governments to submit requests for overflight and landing clearances to the U.S. Department of State. These clearances are required for foreign state aircraft (to include military) seeking to over-fly or land in country.

Who needs to request a diplomatic aircraft clearance?

- Foreign missions (or embassies) in the United States must request a diplomatic clearance for all foreign state or civil aircraft chartered solely to transport a VIP into U.S. national airspace. If approved, the Department of State will issue a unique Diplomatic Clearance Number (DCN). During the UN General Assembly (UNGA), foreign state aircraft must be issued a DCN to be authorized to enter U.S. national airspace. Failure to obtain a DCN in advance could result in the aircraft having to divert to another location other than what was requested.
- The DCN authorizes the aircraft to operate strictly in accordance with the approved itinerary shown in the DCAS application.
- These procedures do **not** apply to foreign dignitaries arriving on **commercial aircraft**, e.g., Delta, United, or other foreign carriers.



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How to file for clearance:

- All applications must be submitted via the web-based Diplomatic Clearance Application System (DCAS).
- For questions concerning DCAS, contact Mr. Rodney Bethea at betheard@state.gov or Mr. Tom Brown at brownt@state.gov .



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Diplomatic Aircraft Clearance (Continued)

When to file for diplomatic aircraft clearance?

- **Applications for diplomatic aircraft clearances must submitted a minimum of three (3) full business days in advance** of the planned arrival into the U.S. A business day is Monday through Friday, excluding U.S. Federal Holidays.
- Foreign governments must also submit requests to amend a previously approved request at least three (3) **full** business days in advance of the planned arrival into the U.S.
- The Department of State will consider exceptions to the three (3) full business day rule for the following circumstances:
 - To support urgent medical, humanitarian, or disaster relief emergencies.
 - To support short-notice, **official** VIP governmental meetings, which are hastily arranged, requiring senior government officials to travel on short notice.

Who should submit Diplomatic Aircraft Clearance requests?
(Embassy or Permanent Mission)

- Permanent Missions are strongly encouraged to allow their embassy in Washington, D.C. to electronically file all DCAS requests.
- The majority of embassies in Washington, D.C. have trained and experienced DCAS-operators who are familiar with the submission procedures.



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- After reviewing the embassy's submissions, the DCAS Administrator will electronically transmit an approval notification to the Application Submitter via the DCAS email notification system.
- The Embassy can then inform the Permanent Mission and others of the approval.
- Please avoid submitting duplicate requests from both the foreign Mission and the embassy to the U.S. Department of State. Multiple submissions for the same purpose/flight will result in confusion and potential delays in providing an approval.



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Diplomatic Aircraft Clearance
(Continued)

New York & New Jersey Port Authority Aircraft Parking Limitations

- During UNGA, the New York/New Jersey Port Authority (NYNJPA) limits parking and servicing of diplomatic aircraft to a maximum of two (2) hours ground time at John F. Kennedy, Newark Liberty, and LaGuardia Airports.
- Aircraft commanders are required to unload the VIP/delegation and reposition the aircraft to another airport within this two (2) hour window.
- **THIS LIMITATION IS STRICTLY ENFORCED BY ALL AIRPORT AUTHORITIES**

Where to get additional information?

Department of State
Office of Global Programs and Initiatives: Diplomatic Aircraft Clearance Procedures



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Diplomatic Aircraft Clearance Procedures for Foreign State Aircraft To Operate in United States National Airspace



A. GENERAL CLEARANCE REQUIREMENTS

1. Foreign governments seeking diplomatic clearance for state aircraft to transit United States territorial airspace or land must obtain a Diplomatic Clearance Number (DCN) issued in advance by the United States Department of State, Bureau of Political-Military Affairs, Office of Global Programs and Initiatives (PM/GPI). A DCN authorizes the aircraft to transit or land in the United States and its territories in accordance with the approved itinerary.
2. To obtain a DCN, foreign governments must submit information to PM/GPI via the web-based Diplomatic Clearance Application System (DCAS). Once the PM/GPI Diplomatic Clearance Officer verifies that all necessary data is provided and that diplomatic clearance is appropriate, the automated system will reflect that clearance has been granted and a unique diplomatic clearance number has been issued.
3. Clearances to transit or land in the Freely Associated States of the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia will not be entered in or processed via DCAS. Final approval rests with the applicable host nation. To transit or land in the Freely Associated States, foreign governments must submit a formal request to the applicable host nation for approval. The host nation government will submit a dip note to the U.S. embassy requesting the U. S. government concur, approve, or consult regarding a foreign state vessel. If there is no objection to the request, the U.S. embassy will be informed, which then communicates this to the host nation. Each request must be submitted at least three full business days in advance of the aircraft entering the applicable airspace.
4. Foreign governments seeking to land state aircraft at U.S. military facilities located in a foreign territory do not require a DCN issued by the U.S. government; however, they do require a landing authorization number per paragraph B.5. below.

<https://www.state.gov/diplomatic-aircraft-clearance-procedures-for-foreign-state-aircraft-to-operate-in-united-states-national-airspace/>



Diplomatic Aircraft Clearance (Continued)

- To obtain a Diplomatic Clearance Application System (DCAS) account, go to <https://dcas.state.gov>. Click on the “Request an Account - Foreign Embassy Employees” link, and fill in all required information. The DCAS Administrator will review and approve the request as quickly as possible.



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User Name:

Password:

[Log In](#)

[Request an Account - U.S. Government Employees](#)
[Request an Account - Foreign Embassy Employees](#)

[Request Password Reset](#)

Click here to "Request an Account"



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REQUEST FOR ESCORT SCREENING COURTESIES



U.S. Customs and Border Protection
JFK/EWR/LGA

Newark Liberty International Airport

All local requests and questions should be emailed to:

Newark-psrteam@cbp.dhs.gov.

- All requests should be emailed at least 72 hours in advance.
- Maximum of two greeters per flight (regardless of multiple delegations per country on flight).
- Once the delegation is met by CBP, they will be guided through the Immigration and Customs Process.
- All members of the delegation traveling on Non-Diplomatic Visas are subject to Biometrics Capture unless exempted by the U.S. State Department.

John F. Kennedy International Airport

Phone: 718 553-1648

Fax: 718 553-0043

PORTCOURTESY-JFK@cbp.dhs.gov

Commercial Diplomatic Arrivals:

- No more than two greeters per flight.
- Only travelers with diplomatic class visas (A or G) will be allowed to proceed "over the top."



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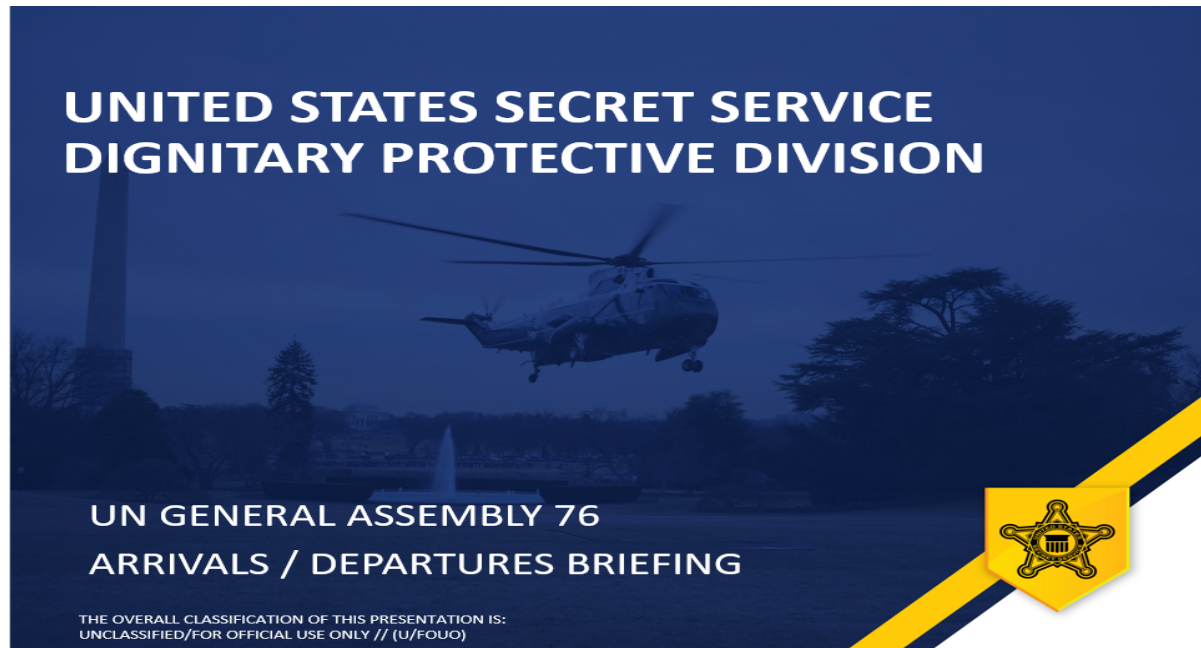
- Must have a completed customs declaration form.
- Have a staff member remain behind to collect all checked baggage.

Private Diplomatic Arrivals:

- Complete manifests listing all passengers and crew.
- Manifest should include names, dates of birth, passport, and visa information.
- Notify of any changes as soon as possible.
- Completed I-94 forms and Customs Declaration forms are needed for all passengers.



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United States Secret Service Dignitary Protective Division
dpd.ops@uss.s.dhs.gov

U.S. Law *ONLY* authorizes the U.S. Secret Service to provide protection to:

- 1. Visiting Heads of State or Government**
- 2. Spouses of visiting Heads of State or Government**

U.S. Secret Service Provides the following types of Protection

- 1. Full Protection**
- 2. Port Courtesy (Airport Assistance Only)**
- 3. Modified Port Courtesy**



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U.S. Secret Service Assets Provided to your Delegation

- 1. Advance Team to work with your Mission to plan the visit**
**The Advance Team will begin approximately one week prior to arrival*
- 2. A limousine for your Head of State / Government**
**A separate limousine will be provided for the Spouse*
- 3. Identification pins for each member of your delegation**
- 4. Additional resources will be provided on a case-by-case basis**

You may obtain a copy of the “Request for Protection Form” from the U.S. Secret Service directly or

or through USUN Host Country Affairs. Completed forms should be sent to dpd.ops@uss.s.dhs.gov



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U.S. Department of State
Diplomatic Security Service
New York Field Office

Contact # 201-346-8100

- **Work with Missions who are receiving Protection from the Department of State's Diplomatic Security Service (DSS).**



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- **Consult with Missions hosting VIPs with accompanying security, but not receiving protection from USSS or DSS.**
- **Work with Missions on general security concerns or questions during UNGA and throughout the year.**
- **Airport departures involving armed security officers for VIPs not receiving USSS or DSS support**



**Airport Escort Screening Courtesies
(Request for Facilitation on Departure)**

* Departures only, **not** for arrival requests

Definition

Under the Airport Escort Screening Courtesies (AESC) program, qualifying foreign officials can be assigned a Department of State Airport Escort Officer who is authorized to assist dignitaries with their departure(s) from certain airports in the United States.

Who is eligible?

- Individuals ranked at the Cabinet Minister level or higher, as well as select members of royal families
- Spouses and children under the age of twelve (12) only when accompanying the primary traveler

Additional Requirements



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- Must be traveling on a Commercial aircraft, not private/chartered flights
- Must not already be escorted by or under the protection of the United States Secret Service, Diplomatic Security Service or another protective detail
- Delegation members traveling with an AESC eligible VIP will be provided with expedited screening **ONLY**, but will not forgo security screening themselves.

REMINDER: The Airport Escort Screening Courtesies Program has different eligibility criteria than the Port Courtesies program. Please carefully review both.

Submitting AESC Requests

- A completed [DS-4138](#) request form must be submitted via email to **both** **escortscreening@state.gov** and **airportescorts@state.gov** in a typed, PDF format from the UN Mission or Embassy.
- Requests that are handwritten or received from Consulate Offices will not be accepted and will be returned for correction.
- AESC Request Forms must be submitted a minimum of **THREE (3)** **business days** in advance of the dignitary's anticipated departure date and must include all the required information
- AESC Requests are processed only during the following hours:
 - Monday – Friday between 8:00am and 4:00pm (EST)
 - Any requests or changes that are received after 4:00pm, over the weekend, or a holiday will be reviewed the next business day.

The Office of the Chief of Protocol cannot guarantee any requests submitted less than **THREE (3) business days in advance of the departure date.**



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Updates or Changes to Itinerary

- Updates or changes in departure itinerary must be initiated as soon as possible and a **new updated request AESC form** must be sent via email to USUN and Washington directly at the following email addresses:
 - airportescorts@state.gov
 - escortscreening@state.gov
- The updated request should include the statement **“update of itinerary”** in the subject line. It is also strongly recommended that the updated departure details be included in the body of the email as well as on the **“Updated”** request form.

AESC Participating Airports

Not every airport in the U.S. participates in the Airport Escort Screening Program. **U.S. airports not listed below should still be included in the itinerary shown on the AESC form.**

- ATL (Atlanta)
- BOS (Boston)
- BWI (Baltimore -Washington)
- DCA (Washington Reagan National)
- DFW (Dallas-Ft. Worth)
- DTW (Detroit)
- EWR (Newark)
- FLL (Ft. Lauderdale)
- HNL (Honolulu)
- IAD (Washington Dulles)
- IAH (Houston George Bush Intercontinental)
- JFK (New York Kennedy)
- LAX (Los Angeles)
- LGA (New York La Guardia)



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- MIA (Miami)
- ORD (Chicago O'Hare)
- PBI (West Palm Beach)
- SEA (Seattle)
- SFO (San Francisco)



Important Tips and Reminders

[Escort Screening request form](#). Please download and save this form to your computer as it is not possible to email the completed form from the website.

- Request forms ***must*** be e-mailed **THREE (3) full business days** prior to the dignitary's departure.
- **E-mail Completed DS-4138 forms to both:**

AIRPORTESCORTS@STATE.GOV
ESCORTSCREENING@STATE.GOV

- **IF you do not receive an automatic response that your request has been received within 15 minutes of sending your request, it is imperative that you contact the USUN Airport Escort Screening Officers at 212-415-4144 or 212-415-4144.**
- Dignitaries accompanied by armed U.S. security will have their departure arranged by the specific U.S. security agency protecting them and do not require AESC; please do not send a separate request.
- Dignitaries departing on diplomatic (special/private) aircraft ***cannot*** be afforded "Escort Screening Courtesies" on departure.
- The request form must be completed as indicated on the previous two pages.
- **Important:** Should the Escort Officer not be able to reach the POC/VIP within 24 hours of departure, the VIP will be at risk of not receiving these courtesies due to cancellation of the assignment because the POC was unreachable.



EXPEDITED SCREENING

FOR PERMANENT REPRESENTATIVES AND OTHER VIPs NOT ELIGIBLE FOR AESC

Transportation Security Administration's Travel Protocol Office (TSA-TPO) Program

For Permanent Representatives and other VIPs who are not eligible for AESC or for other VIPs who were denied AESC for eligibility reasons (this does not include individuals who are denied based on TIME), **expedited screening** on departure may be requested. The TSA-TPO Program is managed and administrated by TSA and is different and separate from the AESC Program.

Please contact the Transportation Security Administration's Travel Protocol Office (TSA-TPO) directly via e-mail: **TSA.TPO@tsa.dhs.gov** or via telephone numbers: **888-262-2396** or **703-603-1558**

Please be sure to include the following information:

- Full name of the traveler
- Travel dates with full flight itinerary
- Point of contact with direct contact information to include an afterhours phone number

* Please note, the TSA-TPO program allows for expedited screening and an Escort Officer will **NOT** be assigned.

Useful Links to Information on COVID-19

Centers for Disease Control and Prevention link on International Travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html>

New York City's Emergency Executive Order on Vaccinations :

[Emergency Executive Order 225 | City of New York \(nyc.gov\)](#)

Vaccination Requirement details, including specific indoor venues:
[COVID-19: Vaccine Key to NYC - NYC Health](#)

Information on accessing free vaccinations in New York City: <https://covid19vaccine.health.ny.gov/>

DIRECTORY

U.S. MISSION Host Country Affairs

PHONE/EMAIL

Ms. Lisa Bowen
212-415-4144 (Desk)
646-510-0041 (Cell)
BowenLX@state.gov

Mr. Brandon Nolen
212-415-4246 (Desk)
646-510-0006 (Cell)
NolenBK@state.gov

After Hours Telephone
(Ask for Host Country Duty Officer) 212-415-4444

U.S. DEPARTMENT OF STATE

Mr. Rodney Bethea
--Diplomatic Aircraft Clearances
202-453-8390 (Desk)
202-549-7148 (Cell Phone)
Email: betheard@state.gov

Mr. Tom Brown
--Diplomatic Aircraft Clearances
202-453-8388 (Desk)
Email: brownt@state.gov

E-Gov Port Courtesies (Arrivals)
Ms. Grace Mendel
202-647-4503 (Desk)
202-997-4923 (Ce)
Email: portcourtesies@state.gov

Ms. Madeline Allen
202-647-4074 (Desk)
Email: escortscreening@state.gov

Department of State Operations Center (24/7)

202-647-1512

Diplomatic Security Service Dignitary Protection Division

201-346-8100

U.S. Secret Service Dignitary Protection Division

202-406-7650
DPD.OPS@USSS.DHS.GOV

Port Authority of NY & NJ Police John F. Kennedy International Airport

VIP Sergeant at Police Building 269
718-244-4305, 718-244-4335 (24-hour desk)
Sgt. Sean Spollen – sspollen@panynj.gov

Lieutenant at Police Building 269
718-244-4346
Lt. Thomas Lomonaco – tlomonaco@panynj.gov

Port Authority of NY & NJ Airport Operations John F. Kennedy International Airport

Assistant Chief Operations Supervisor
Aeronautical Operations at Building 145
Arianne Reyes – arreyes@panynj.gov ; telephone 718-244-3787
ALL JFK VIP Email - JFK_VIP@PANYNJ.GOV

Port Authority of NY & NJ Operations Newark Liberty International Airport

VIP/Security Lieutenant
Lt. Robert Coccodrilli – rcoccodrilli@panynj.gov
973-961-6493
Dignitary arrivals email - Newark-PSRTeam@cbp.dhs.gov

Port Authority of NY & NJ Police LaGuardia Airport

VIP Lieutenant
718-533-4028, 718-533-3904 (24-hour desk)
Lt Scott Glazer – sglazer@panynj.gov

Port Authority of NY & NJ Operations LaGuardia Airport

Chief of Operations, PA Operations – Terminal B
718-533-3605, 718-533-3700 (24-hour desk)
Kevin Dauwalter - kdauwalt@panynj.gov

Fixed Base Operators (FBO) – For arranging aircraft ground services:

John F. Kennedy International Airport, Building 145

Sheltair Aviation 347-566-6620

LaGuardia Airport, Terminal A

Sheltair Aviation 718-779-4040

Newark Liberty International Airport

Eric Richardson 973-624-1660

Signature Aviation

U.S. Customs and Border Protection

Newark Liberty International Airport

Newark-psrteam@cbp.dhs.gov.

John F. Kennedy International Airport

Phone: 718 553-1648

Fax: 718 553-0043

PORTCOURTESY-JFK@cbp.dhs.gov